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STAFF TABLE MANIPULATION TOOL
A USER GUIDE FOR THE DMCA

by

J.Clothier & M. Carthigaser

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STAFF TABLE MANIPULATION TOOL
A USER GUIDE FOR THE DMCA

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J. Clothier & M. Carthigaser

SUMMARY

The Staff Table Manipulation Tool user guide was produced as supporting documentation to the element of the Operational Movements Planning System prototype addressing staff table storage, retrieval and collation. The User Guide was designed as an easy to use supplement to the Staff Table Manipulation Tool. For each user-computer interface in the Tool, a graphical display is shown. This is accompanied by a description of how the interface operates, what function is performed by the underlying software and how the interface can be reached from elsewhere within the Tool.
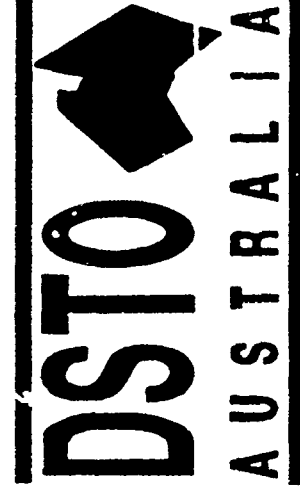
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POSTAL ADDRESS: Director, Electronics Research Laboratory, PO Box 1500, Salisbury, South Australia, 5108.   ERL-0717-GD

Staff Table Manipulation Tool

A User Guide for the DMCA

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Do You Need More Help?

Contact the

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Table of Contents

1. Preamble

Overview

- The Staff Table Manipulation Tool (STMT) has been developed as a prototype system to assess the user requirements for automated staff table support. STMT may be viewed as an adjunct to the much larger Operational Movements Planning System. It is a self contained module which enables staff table information to be stored in a computer, retrieved and summarised without the user having to know anything about how the system is implemented.

1.1. Purpose of the Staff Table Manipulation Tool (STMT)

STMT has been developed by the Command Support Systems Group of the DSTO's Information Technology Division. Its purpose is to assess the user requirement for software to support the task of collating staff table information. STMT is being trialled with the DMCA in order to assess whether the prototype possesses suitable functionality and to assess the quantity of data which may eventually be stored in such a system. The quantity of data to be stored has important consequences for further development.

1.2. STMT and its relationship to Other Systems

STMT is essentially the 'front-end' to the much larger Operational Movements Planning System (OMPS). Currently the Command Support Systems Group is designing and prototyping features required of OMPS so that the user requirement for strategic movement planning support tools may be specified.

1.3. Design Features of STMT

STMT has been designed for ease of use. Where appropriate formats of standard documents have been maintained. This facilitates the transition from paper-based to computer-based support. A good example of this is the staff table itself. STMT implements a staff table in format specified by JSP (AS) 21, Annex B to Chapter 5. Entering and updating staff table information is as simple as using any advanced spreadsheet program.

1.4. Future Developments and the way ahead

Further development of the STMT will depend upon the feedback to the Command Support Systems Group from the DMCA. Once the 'look and feel' of the software is acceptable to the user, CSSG will support the DMCA in specifying how the prototype system may be further developed by industry.

Future work will also address how the STMT is to integrate with the full OMPS.

1.5. Using this Document

This user guide is itself a prototype document. The authors warmly welcome comments on how the document can be improved.

The document follows STMT's menu structure. Each entry in the menu is explained by the use of screen printouts and accompanying text. For each screen the text states:

- What is presented to the user on the screen

- What the task does and how it is used, and

- How the user reaches the window

Please note that this document uses a non-standard page numbering system. All text pages have their page numbers displayed on the bottom left hand side; while facing pages, usually showing screen displays, are not numbered at all.

2. Definitions

The following table describes terms most commonly used in this user guide. Where more than one interpretation may apply to a term, the description below should be used in the context of this document.

Term	Description
Asset	a person, vehicle or unit store to be moved
Composite Staff Table	a staff table which records data related to a composite unit or part of a composite unit identified by unit and destination
Composite Unit	a unit on the ORBAT which consists of elements belonging to different permanent units (compare with Operational Unit)
Element	a component of a unit
Generic Staff Table	a staff table which contains the entries expected of a unit if it were formed (the data to be placed in these tables can be found in The Australian Army Manual of Land Warfare, Part One, The Conduct of Operations, Volume 6, Operational Staff Work, Pamphlet No 2, Aide Memoire, Chapters 1-5, and similar documents for the Navy and Air Force) one generic staff table corresponds to one generic unit
Generic Unit	a theoretical unit
Item	a unit or an element
Operational Unit	a unit on the ORBAT which consists of elements belonging to the same permanent unit (compare with Composite Unit)
Permanent Staff Table	a staff table which records the data related to a permanent unit one permanent staff table corresponds to one permanent unit
Permanent Unit	an existing, deployable unit
Split Part	related to operational units and unit staff tables elements which have been separated from the rest of a unit and have been given a unique identifier
Table Type	Generic, Permanent, Unit or Composite
Unit	a part of a military organisation
Unit Staff table	a staff table which records data related to an operational unit or part of an operational unit identified by unit, split part and destination
Unit Type	general category such as Armoured Squadron or Signal Troop

Relationship of Units and Staff Tables

ORBAT

Operational Units

pu1
p11
p12
p13

TABLES
Unit Staff Tables
Add Item

TABLES
Composite Staff Tables
Add Unit

Composite Units

cu1
p14
p24

Unit Staff Table

unit:	pu1
split part:	pu1
dest:	UNKNOWN

TABLES
Unit Staff Tables
Edit Item - Split Elements

sp1
(p11,p12)

pu1
(p13)

Unit Staff Table

unit:	pu1
split part:	sp1
dest:	UNKNOWN

Unit Staff Table

unit:	pu1
split part:	pu1
dest:	UNKNOWN

TABLES
Edit Destinations

d1
(p11)

d2
(p12)

Unit Staff Table

unit:	pu1
split part:	sp1
dest:	d1

Unit Staff Table

unit:	pu1
split part:	sp1
dest:	d2

Composite Staff Table

| unit: | cu1 |
| dest: | UNKNOWN |

TABLES
Edit Destinations

d1
(p14)

d2
(p24)

Composite Staff Table

| unit: | cu1 |
| dest: | d1 |

Composite Staff Table

| unit: | cu1 |
| dest: | d2 |

Permanent Units

pu1
p11
p12
p13
p14

pu2
p21
p22
p23
p24

Generic Units

gu1
g11
g12
g13
g14

Permanent Staff Table

| unit: | pu1 |

Permanent Staff Table

| unit: | pu2 |

Generic Staff Table

| unit: | gu1 |

LEGEND

gun: *n* th generic unit
pun: *n* th permanent unit
cun: *n* th composite unit
g*ij*: *j* th element of *i* th generic unit
p*ij*: *j* th element of *i* th permanent unit
spn: *n* th split part
dn: *n* th destination

| text | staff table, identified by text |

A → B   correspondence between
A (unit) and B (staff table)

A —X→ B   B is the result of making
the choice X on A

3. Relationship of Units and Staff Tables

There are several different types of units and staff tables that may exist at any particular time. The diagram labelled "Relationship of Units and Staff Tables" illustrates how the various staff tables are related to each other, and how each is identified.

Units are primarily distinguished by life span. Generic units are theoretical, and hence do not change very often. These units are used when deciding on the composition of new units. Permanent units remain in existence for possibly several operations. Operational units and composite units are both derived from permanent units but exist only for the length of an operation. Operational units consist of units from the same permanent unit, while composite units may be composed of elements from various permanent units.

Each generic staff table records the data for one generic unit, and therefore only needs to be identified by the unit's name. Permanent staff tables are similar.

The diagram shows one possible sequence of events which demonstrates the way unit staff tables are formed. Unit staff tables are identified by unit name, split part and destination. For elements of operational units recently added to the ORBAT, the unit name, split part (=unit name) and the destination (initially UNKNOWN) will all be the same. The operational unit at this point in time will have only one unit staff table associated with it, in this case identified by unit name = pu1, split part = pu1 and destination = UNKNOWN. If some elements (p11, p12) of this unit (pu1) are later separated from the main unit to form a split part (sp1, using the Edit Item - Split Elements option under the Tables menu) then two unit staff tables will result. The first one is identified by unit name = pu1, split part = sp1 and destination = UNKNOWN, while the remaining element (p13) of the main unit (pu1) still occupies one staff table, identified as before. Assigning known destinations to elements (using the Edit Destinations option under the Tables menu) also causes changes in the number of staff tables maintained. For instance, if one element (p11) is assigned a destination (d1) and the other element (p12) is assigned another destination (d2), two unit staff tables result. The first is identified by unit name = pu1, split part = sp1 and destination d1,while the other is recognised by unit name = pu1, split part = sp1 and destination = d2.

Please note that the preceding paragraph described only one sequence of events over time. In reality, the actions of forming split parts and setting destinations may take place in any order.

Composite staff tables are identified by the unit's name, as well as by destination. When a new composite unit is formed, it has only one staff table associated with it, identified in this case by unit name = cu1 and destination = UNKNOWN. As destinations become known and are entered, the number of staff tables start to multiply. For example, if one element, p14 has destination d1 and the element p24 has destination d2, then there will be two composite staff tables. The first will be identified by unit name = cu1, destination = d1 and the other by unit name = cu1 and destination d2, as is shown in the diagram.

File   Tables   Retrieve   Summarise

4. Starting STMT

Overview

STMT is started from Microsoft's Windows using a customised version of their spreadsheet package Excel. Selection of the STMT icon takes the user from the Windows operating system to the opening screen of STMT.

STMT consists of four menus: File, Tables, Retrieve and Summarise, all of which can be accessed from the main menu bar in the start up screen. These menus are described in detail in sections 5, 6, 7 and 8.

5. File

Overview

- The file menu performs the basic housekeeping tasks, such as printing and closing the system down. It also performs the tasks of adding, deleting and editing staff tables for units which arc generic or permanent.

Tables   Retrieve   Summarise

Add Unit.
Delete Unit
Edit Unit

Permanent Staff Tables
Add Unit
Delete Item
Edit Unit

Print
Print Preview
Printer Setup

Exit

5.1. Generic Staff Tables

- ## Description

  Generic staff tables contain the entries expected of a unit if it is formed. The data to be placed in these tables can be found in The Australian Army Manual of Land Warfare Part One the Conduct of Operations Volume 8 Operational Staff Work Pamphlet No 2 Aide Memoire Chapters 1-5, and similar documents for the Navy and Air Force.

- ## What does this function do?

  There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

- ## How to get here

  From the opening menu move the mouse to the File option, press the left mouse button, hold it down. The File Menu should appear with the Generic Staff Tables entry highlighted. Alternatively, press ALT-F (hold down the ALT key while pressing the F key).

Microsoft Excel - GSIA.XLS

File Tables Retrieve Summarise

Enter

Cancel

STAFF TABLE

Unit

Location

Correct At

Ser No	Elm	Pers			Guns		A Vehicles				B Vehicles					
		In Veh	Not in Veh	Tot	Lt	Mdm	MBT	Type	M113	Type	MC	Lt up to 2t	Lt AMB	Mdm up to 5t	Hv up to 10t	CV up to 10(?)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
	(2)	(3)	(4)	(5)	(6)	(6)	(7)	(7)	(7)	(7)						
				0												
				0												
				0												
				0												
				0												

5.1.1. Add Unit

- **Menu Heading:** Generic Staff Tables

- **Description**

This menu option brings up a blank staff table, ready for details to be inserted into it. The method for entering and removing data from staff tables is similar to using any spreadsheet. For further assistance, please consult the relevant Excel documentation. The Enter button enters the staff table details into the database and brings up a dialog box for type and service details. After supplying these details ((from drop down list boxes) and pressing the OK button, a new blank staff table will appear, to accept details of another unit. The Cancel button removes the staff table from the screen and returns control to the main menu.

(Note: A Unit Name, Location, Correct At Date, Serial Numbers and Element Names must be provided for all staff tables)

- **What does this function do?**

Allows the details of a generic unit to be entered into a staff table. These details are stored in a database.

- **How to get here**

mouse:
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button
  this brings up the File menu
- while holding down the mouse button, move the highlighter to the Add Unit option under Generic Staff Tables
  release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
  this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Add Unit option under Generic Staff Tables
- press ENTER to make the selection

Microsoft Excel - MAIN.XLS

File Tables Retrieve Summarise

Select unit to Delete

Select Unit

Service
- ⦿ Air Force
- ◯ Army
- ◯ Navy

Delete

Cancel

5.1.2. Delete Unit

- **Menu Heading:** Generic Staff Tables

- **Description**

Select a service (Air Force, Army or Navy) from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Delete button. The Cancel button will return you to the main menu.

- **What does this function do?**

Deletes the staff table details of a selected generic unit, from the database.

- **How to get here**

mouse:
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button
  this brings up the File menu
- while holding down the mouse button, move the highlighter to the Delete Unit option under Generic Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
  this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Delete Unit option under Generic Staff Tables
- press ENTER to make the selection

File   Tables   Retrieve   Summarise

Select unit to Edit

Select Unit

Service
- ⦿ Air Force
- ○ Army
- ○ Navy

[Edit]

[Cancel]

5.1.3. Edit Unit

Menu Heading: Generic Staff Tables

Description:

Select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Edit button. The staff table of the selected unit will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns control to the dialog box, without updating the database. The Cancel button from the dialog box will return you to the main menu.

What does this function do?

Allows the staff table details of a generic unit to be edited.
(Note: this applies to the Location, Correct At Date and asset values only)

How to get here

mouse:
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button
  this brings up the File menu
- while holding down the mouse button, move the highlighter to the Edit Unit option under Generic Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
  this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Edit Unit option under Generic Staff Tables
- press ENTER to make the selection

Generic Staff Tables

Add Unit
Delete Unit
Edit Unit

Add Unit
Delete Item
Edit Unit

Print
Print Preview
Printer Setup

Exit

5.2. Permanent Staff Tables

- ### Description

  Permanent staff tables are created for all units that exist and are deployable.

- ### What does this function do?

  There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

- ### How to get here

  From the opening menu move the mouse to the File option, press the left mouse button, hold it down. The File menu should appear. With the mouse move the highlighter down to the Permanent Staff Tables option. Alternatively, press ALT-F (hold down the ALT key while ressing the F key) to bring up the File menu; then move the highlighter with the arrow keys to select the Permanent Staff Tables option.

STAFF TABLE

Unit
Location
Correct At

Ser No	Elm	Pers			Guns		A Vehicles				B Vehicles				
		In Veh	Not in Veh	Tot	Lt	Mdm	MBT	Type	M113	Type	MC	Lt up to 2t	Lt AMB	Mdm up to 5t	Hy up to 10t
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
(2)		(3)	(4)	(5)	(6)	(6)	(7)	(7)	(7)	(7)					
				0											
				0											
				0											
				0											
				0											

5.2.1.　Add Unit

Menu Heading:　Permanent Staff Tables

Description

This menu option brings up a blank staff table, ready for details to be inserted into it.　The method for entering and removing data from staff tables is similar to using any spreadsheet.　For further assistance, please consult the relevant Excel documentation.　The Enter button enters the staff table details into the database and brings up a dialog box for type and service details.　After supplying these details (from drop down list boxes) and pressing the OK button, a new blank staff table will appear, to accept details of another unit.　The Cancel button removes the staff table from the screen and returns control to the main menu.

(Note:　A Unit Name, Location, Correct At Date, Serial Numbers and Element Names must be provided for all staff tables)

What does this function do?

Allows the details of a permanent unit to be entered into a staff table.　These details are stored in a database.

How to get here

mouse:　　• from the main menu, move the mouse pointer to the File menu option and click the left mouse button
　　　　　　　this brings up the File menu
　　　　　• while holding down the mouse button, move the highlighter to the Add Unit option under Permanent Staff Tables
　　　　　• release the mouse button to make the selection

keyboard:　• from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
　　　　　　　this brings up the File menu
　　　　　• using the DOWN arrow key, move the highlighter to the Add Unit option under Permanent Staff Tables
　　　　　• press ENTER to make the selection

File Tables Retrieve Summarise

Delete Item

Service
◉ Air Force
◯ Army
◯ Navy

Cancel

Select unit

DELETE

SHOW Elements

5.2.2. Delete Item

- **Menu Heading:** Permanent Staff Tables

- **Description**

  To delete a whole unit, firstly select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Delete button. The Cancel button will return you to the main menu.
  To delete one particular element from the unit, press the Show Elements button (see 5.2.2.1).

- **What does this function do?**

  Deletes the staff table details of a whole permanent unit or deletes the staff table details of a single element only (see 5.2.2.1).

- **How to get here**

  mouse: • from the main menu, move the mouse pointer to the File menu option and click the left mouse button
             this brings up the File menu
             • while holding down the mouse button, move the highlighter to the Delete Item option under Permanent Staff Tables
             • release the mouse button to make the selection
  keyboard: • from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
             this brings up the File menu
             • using the DOWN arrow key, move the highlighter to the Delete Item option under Permanent Staff Tables
             • press ENTER to make the selection

File   Tables   Retrieve   Summarise

Select an element to delete

p11
p12
p13
p14

Delete

Cancel

5.2.2.1. Delete Element

- **Menu Heading:** Permanent Staff Tables

- **Description**

  Select an element by highlighting an element name from the standard list box and then pressing the Delete button. The Cancel button will return you to the Delete Item dialog box (see 5.2.2).

- **What does this function do?**

  Deletes the staff table details of a particular element of a permanent unit. If the unit consists of only one element, this has the same result as deleting the whole unit (5.2.2).

- **How to get here**

  Choose Delete Item under Permanent Staff Tables from the File menu (see 5.2.2). Highlight a unit from the standard list box and press the Show Elements button.

File   Tables   Retrieve   Summarise

Select unit to Edit

Select Unit

Service
◉ Air Force
○ Army
○ Navy

Edit

Cancel

5.2.3. Edit Unit

Menu Heading: Permanent Staff Tables

Description

Select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Edit button. The staff table of the selected unit will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns control to the dialog box, without updating the database. The Cancel button from the dialog box will return you to the main menu.

What does this function do?

Allows the staff table details of a permanent unit to be edited.
(Note: this applies to the Location, Correct At Date and asset values only)

How to get here

mouse:
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button
  - this brings up the File menu
- while holding down the mouse button, move the highlighter to the Edit Unit option under Permanent Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
  - this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Edit Unit option under Permanent Staff Tables
- press ENTER to make the selection

Tables **Retrieve** **Summarise**

Generic Staff Tables
   Add Unit
   Delete Unit
   Edit Unit

Permanent Staff Tables
   Add Unit
   Delete Item
   Edit Unit

Print Preview
Printer Setup

Exit

5.3. Print

- ## Description

  Standard Microsoft Excel 3.0 Print function. For more information, please consult Excel documentation.

- ## What does this function do?

  Prints the active document (ie the staff table or summary sheet currently on the screen).

- ## How to get here

  mouse:
  - from the main menu, move the mouse pointer to the File menu option and click the left mouse button
    this brings up the File menu
  - while holding down the mouse button, move the highlighter to the Print option
    release the mouse button to make the selection

  keyboard:
  - from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
    this brings up the File menu
  - using the DOWN arrow key, move the highlighter to the Print option
  - press ENTER to make the selection

Tables **Retrieve** **Summarise**

Generic Staff Tables
  Add Unit
  Delete Unit
  Edit Unit

Permanent Staff Tables
  Add Unit
  Delete Item
  Edit Unit

Print

Printer Setup

Exit

5.4. Print Preview

Description

Standard Microsoft Excel 3.0 Print Preview function. For more information, please consult Excel documentation.

What does this function do?

Previews pages and page breaks of the active document (ie the staff table or summary sheet currently being used), on the screen, before printing.

How to get here

mouse:
- from the main menu, move the mouse pointer to the File menu option and click the left mouse button
  this brings up the File menu
- while holding down the mouse button, move the highlighter to the Print Preview option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
  this brings up the File menu
- using the DOWN arrow key, move the highlighter to the Print Preview option
- press ENTER to make the selection

Tables Retrieve Summarise

Generic Staff Tables
   Add Unit
   Delete Unit
   Edit Unit

Permanent Staff Tables
   Add Unit
   Delete Item
   Edit Unit

Print
Print Preview

Exit

5.5. Printer Setup

Description

• Standard Microsoft Excel 3.0 Printer Setup function. For more information, please consult Excel documentation.

What does this function do?

• Identifies the printer you want to use.

How to get here

• mouse:
  - from the main menu, move the mouse pointer to the File menu option and click the left mouse button
    this brings up the File menu
  - while holding down the mouse button, move the highlighter to the Printer Setup option
  - release the mouse button to make the selection

  keyboard:
  - from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
    this brings up the File menu
  - using the DOWN arrow key, move the highlighter to the Printer Setup option
  - press ENTER to make the selection

Generic Staff Tables
   Add Unit
   Delete Unit
   Edit Unit

Permanent Staff Tables
   Add Unit
   Delete Item
   Edit Unit

Print
Print Preview
Printer Setup

5.6. Exit

- ### Description

  Select Exit option from the File menu (see detailed description below).

- ### What does this function do?

  Exits STMT and returns to Windows Program Manager.

- ### How to get here

  mouse:
  - from the main menu, move the mouse pointer to the File menu option and click the left mouse button
    - this brings up the File menu
  - while holding down the mouse button, move the highlighter to the Exit option
  - release the mouse button to make the selection

  keyboard:
  - from the main menu, press ALT-F (hold down the ALT key while pressing the F key)
    - this brings up the File menu
  - using the DOWN arrow key, move the highlighter to the Exit option
  - press ENTER to make the selection

6. Tables

Overview

- This menu is dedicated to providing functions for manipulating elements belonging to the ORBAT. Unit staff tables and composite staff tables both consist of elements which have been entered previously as elements of permanent units. Timings and destinations are only associated with elements on the ORBAT. These values are initially 'UNKNOWN', but may be edited at any time.

  There is one exception to this menu. The unit type details may be changed for all kinds of units, not just those on the ORBAT, by choosing Edit Type Details under this menu.

  (Note: Unit and composite staff tables display the destination of elements on the staff table, unlike generic and permanent staff tables. Timing details, however, are not shown on staff tables but may be viewed separately by using Time Frame (Detailed Window) or Time Frame (Maximum Window) under the Retrieve menu.)

File | Edit... | Retrieve | Summaries

Unit Studio Files

Add Item
Delete Item
Edit Item – Update Assets
Edit Item – Split Elements
Edit Item – Combine Elements

Composite Staff Tables
Add Unit
Delete Unit
Edit Unit - Update Assets
Edit Unit - Get Elements
Edit Unit - Remove Elements

Edit Unit Types
Edit Timings
Edit Destinations

6.1. Unit Staff Tables

Description

- Unit staff tables are derived from elements belonging to the same permanent unit, which have been chosen as part of the ORBAT. Unit staff tables are identified by Unit, Split Parts (elements which have been separated from the rest of the unit and have been given a unique identifier) and Destination.
  (<u>Note</u>: a unit on the ORBAT may have several staff tables associated with it)

What does this function do?

- There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

How to get here

- From the opening menu move the mouse to the Tables option, press the left mouse button, hold it down. The Tables Menu should appear with the Unit Staff Tables entry highlighted. Alternatively, press ALT-T (hold down the ALT key while pressing the T key).

Add Element to ORBAT

Service
- ○ Air Force
- ◉ Army
- ○ Navy

Unit

p.u2

[Elements]

Element

p11

[Add]

[Cancel]

6.1.1. Add Item

Menu Heading: Unit Staff Tables

Description

- Select a service from the Service option group. This will cause the unit list box to display all available units of the chosen service. Select a unit and press the Elements button. The Element list box will display all elements of the chosen unit. Highlight the element you want to add to the ORBAT and press the Add button. Press the Cancel button to return to the main menu.

What does this function do?

- Adds a selected element to the ORBAT as part of an operational unit. This element would have been previously entered into the database as an element of a permanent unit.

How to get here

- mouse:
  - from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
    this brings up the Tables menu
  - while holding down the mouse button, move the highlighter to the Add Item option under Unit Staff Tables
  - release the mouse button to make the selection
- keyboard:
  - from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
    this brings up the Tables menu
  - using the DOWN arrow key, move the highlighter to the Add Item option under Unit Staff Tables
  - press ENTER to make the selection

File Tables Retrieve Summarise

Delete Element from ORBAT

Service
- ● Air Force
- ○ Army
- ○ Navy

Unit

Element
p11
p12
p13
p14

[Cancel] [Element...] [Delete]

6.1.2.   Delete Item

Menu Heading: Unit Staff Tables

Description

Select a service from the Service option group. This will cause the unit list box to display all operational units of the chosen service. Select a unit and press the Elements button. The Element list box will display all elements of the chosen unit. Highlight the element you want to delete from the ORBAT and press the Delete button.

What does this function do?

Removes an element belonging to an operational unit from the ORBAT.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Delete Item option under Unit Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Delete Item option under Unit Staff Tables
- press ENTER to make the selection

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File Tables Retrieve Summarise

Update Assets

Unit

Spit Parts

pu1
last
last

Destination

UNKNOWN

Service
- ◉ Air Force
- ○ Army
- ○ Navy

[Cancel]

[Split Parts] [Destination] [Edit]

6.1.3. Edit Item - Update Assets

Menu Heading: Unit Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all operational units of the chosen service. Select a unit and press the Split Parts button. The Split Parts list box will display the names of all split parts of the chosen unit. Select a split part and press the Destination button. The Destination list box will display the names of all destinations of the chosen split part. Highlight the destination you want to edit and press the Edit button. The selected staff table will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns control to the main menu without updating the database.

What does this function do?

Allows the details of a unit staff table to be edited.
(Note: this applies to the Location, Correct At Date and asset values only)

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Item - Update Assets option under Unit Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Item - Update Assets option under Unit Staff Tables
- press ENTER to make the selection

File Tables Retrieve Summerise

MAIN.XLS

Split Elements

Service
- ◉ Air Force
- ○ Army
- ○ Navy

Unit

Element

p11
p12

Selected Elements

pu1, p12

[Select] [Elements] [Split] [Cancel]

6.1.4. Edit Item - Split Elements

Menu Heading: Unit Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all operational units of the chosen service. Select a unit and press the Elements button. The Element list box will display the names of all elements of the chosen unit. Highlight an element and press the Select button which adds the element to the Selected Elements list box which contains all selections. The above procedure may be repeated (for one unit) until the desired mix of elements has been achieved. Hitting the Split button splits the selected elements to form a new staff table. When prompted, supply the name of this new split part.

What does this function do?

Separates elements which belong to the same permanent unit (and possibly have the same destination) to form a new staff table. These separated elements must be provided with a name as a form of identification. (Complement to Combine Elements (6.1.5))

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Item - Split Elements option under Unit Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Item - Split Elements option under Unit Staff Tables
- press ENTER to make the selection

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File   Tables   Retrieve   Summarise

Combine Elements

Unit

Split Parts

Split Parts

Combine

Service
◉ Air Force
○ Army
○ Navy

Cancel

6.1.5.   Edit Item - Combine Elements

Menu Heading: Unit Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all operational units of the chosen service. Select a unit and press the Split Parts button. The Split Parts list box will display the names of all split parts of the chosen unit. Highlight the split part you want to combine with its original unit and press the Combine button.

What does this function do?

Combines elements which have been previously split, with their original unit.
(Complement to Split Elements (6.1.4))

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Item - Combine Elements option under Unit Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Item - Combine Elements option under Unit Staff Tables
  ○ press ENTER to make the selection

Unit Staff Tables

Add Item
Delete Item
Edit Item - Update Assets
Edit Item - Split Elements
Edit Item - Combine Elements

Composite Staff Tables

Add Unit
Delete Unit
Edit Unit - Update Assets
Edit Unit - Get Elements
Edit Unit - Remove Elements

Edit Unit Types
Edit Timings
Edit Destinations

6.2. Composite Staff Tables

Description

- A composite unit consists of elements belonging to different permanent units, which have been chosen as part of the ORBAT. These units must be supplied with a unique name and a location. Composite staff tables are identified by Unit and Destination.
(Note: there is not necessarily a one-to-one correspondence between composite units and composite staff tables)

What does this function do?

- There is no function associated with this menu option. Its sole purpose is to provide a heading for the options that immediately follow it.

How to get here

- From the opening menu move the mouse to the Tables option, press the left mouse button, hold it down. The Tables menu should appear. With the mouse move the highlighter down to the Composite Staff Tables option. Alternatively, press ALT-T (hold down the ALT key while pressing the T key) to bring up the Tables menu; then move the highlighter with the arrow keys to select the Composite Staff Tables option.

File   Tables   Retrieve   Summarise

MAIN.XLS

Service
○ Air Force
◉ Army
○ Navy

Unit

Element

p21

Selected Elements

Add

6.2.1. Add Unit

Menu Heading: Composite Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all available units of the chosen service. Select a unit and press the Elements button. The Element list box will display the names of all elements of the chosen unit. Highlight the element you want to add and press the Select button which adds the element to the Selected Elements list box which contains all selections. The above procedure may be repeated until the desired mix of elements has been achieved. Hitting the Add button adds the selected elements to the ORBAT as a new composite unit. When prompted, supply the name of this new unit and its current location.

What does this function do?

Adds a composite unit to the ORBAT by selecting available elements from various permanent units and providing them with a unique name and their location.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Add Unit option under Composite Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Add Unit option under Composite Staff Tables
- press ENTER to make the selection

Microsoft Excel - MAIN.XLS

File Tables Retrieve Summarise

Select Unit to Delete

Select Unit

Service
- ● Air Force
- ○ Army
- ○ Navy

[Delete]
[Cancel]

6.2.2. Delete Unit

Menu Heading: Composite Staff Tables

Description

Select a service from the Service option group. All units belonging to the chosen service will appear in the standard list box. Select a unit by highlighting a unit name and then pressing the Delete button. The Cancel button will return you to the main menu.

What does this function do?

Deletes the staff table details of a selected composite unit, from the database.

How to get here

- mouse:
  - from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
    this brings up the Tables menu
  - while holding down the mouse button, move the highlighter to the Delete Unit option under Composite Staff Tables
  - release the mouse button to make the selection
- keyboard:
  - from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
    this brings up the Tables menu
  - using the DOWN arrow key, move the highlighter to the Delete Unit option under Composite Staff Tables
  - press ENTER to make the selection

File   Tables   Retrieve   Summarise

Destination

UNKNOWN

Edit

Unit

Destinations

Service
- ● Air Force
- ○ Army
- ○ Navy

Cancel

6.2.3.   Edit Unit - Update Assets

Menu Heading: Composite Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all composite units of the chosen service. Select a unit and press the Destinations button. The Destination list box will display the names of all destinations of the chosen unit. Highlight the destination you want to edit and press the Edit button. The selected staff table will be displayed, ready for editing. Hitting the Update button replaces the old staff table details with the new ones, while the Cancel button returns to the main menu without updating the database.

- **What does this function do?**

Allows the details of a composite staff table to be edited.
(Note: this applies to the Location, Correct At Date and asset values only)

- **How to get here**

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Unit - Update Assets option under Composite Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Unit - Update Assets option under Composite Staff Tables
- press ENTER to make the selection

File   Tables   Retrieve   Summarise

MAIN.XLS

Service

○ Air Force
◉ Army
○ Navy

[Cancel]

Unit

[Elements]

Element

p21

[Select]

Selected Elements

[Add]

6.2.4. Edit Unit - Get Elements

Menu Heading: Composite Staff Tables

Description

Select a service from the Service option group. This will cause the Unit list box to display all available permanent units of the chosen service. Select a unit and press the Elements button. The Element list box will display the names of all elements of the chosen unit. Highlight the element you want to edit and press the Select button which adds the element to the Selected Elements list box which contains all selections. The above procedure may be repeated until the desired mix of elements has been achieved. Hitting the Add button brings up a drop down list of all composite units. Select a composite unit to add the elements to.

What does this function do?

Adds new elements (from permanent service units) to an existing composite unit.
(Complement to Remove Elements (6.2.5))

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Unit - Get Elements option under Composite Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Unit - Get Elements option under Composite Staff Tables
- press ENTER to make the selection

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File   Tables   Retrieve   Summarise

Select Unit

OK

Cancel

6.2.5. Edit Unit - Remove Elements

Menu Heading: Composite Staff Tables

Description

Select a composite unit from a drop down list of all composite units. A standard list box containing all the elements of the selected composite unit will be presented. Select an element and press the Remove button to remove the element from the composite unit (and hence from the ORBAT).

What does this function do?

Removes elements from a composite unit. If the composite unit consists of only one element, this has the same result as deleting the whole unit (6.2.2).
(Complement to Get Elements (6.2.4))

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Unit - Remove Elements option under Composite Staff Tables
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Unit - Remove Elements option under Composite Staff Tables
- press ENTER to make the selection

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File   Tables · Retrieve   Summaries

Edit Unit Type Details

Select Unit

Table
- ○ Generic
- ○ Unit
- ◉ Composite

Service
- ◉ Air Force
- ○ Army
- ○ Navy

OK

Cancel

6.3. Edit Unit Types

Description

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the OK button to display the current type and service details of the chosen unit. These details may be changed by using the drop down lists and hitting the OK button.

What does this function do?

Allows the type and service of a unit to be changed. This menu option brings up the current unit Type and Service details of a selected unit, and can therefore be used purely for viewing purposes.

How to get here

mouse: • from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button

this brings up the Tables menu

• while holding down the mouse button, move the highlighter to the Edit Unit Types option

• release the mouse button to make the selection

keyboard: • from the main menu, press ALT-T (hold down the ALT key while pressing the T key)

this brings up the Tables menu

• using the DOWN arrow key, move the highlighter to the Edit Unit Types option

• press ENTER to make the selection

File Tables Retrieve Summarise

Edit Timing Details

Table
- ● Unit
- ○ Composite

Service
- ● Air Force
- ○ Army
- ○ Navy

Select Unit

Select Element

p13
p1
p11
p12

Edit

[Summarise]
[Cancel]

6.4. Edit Timings

Description

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the Edit button to bring up the Timing Details dialog box (see 6.4.1).

What does this function do?

Allows the timing details of an element to be changed. There are three time formats to choose from: Date, Date+Number of Days and Number of Days only. If this option has not been used for an element (on the ORBAT) before, its timing will be set as 'UNKNOWN'.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Timings option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Timings option
- press ENTER to make the selection

File   Tables   Retrieve   Summarise

Enter Timing Details

◉ Date   ◯ Date + #Days   ◯ #Days

Earliest Departure

Latest Departure

Earliest Arrival

Latest Arrival

OK   Cancel

6.4.1. Edit Timings Details Options

Description

- Select format of dates to be entered by clicking on the appropriate option button. Enter the Earliest Departure, Latest Departure, Earliest Arrival and Latest arrival in the chosen timing format.
(Note: the Earliest Departure and Latest Arrival times must be completed as the minimum requirement)

What does this function do?

- Allows the timing details of an element to be changed. There are three time formats to choose from: Date, Date+Number of Days and Number of Days only. If this option has not been used for an element (on the ORBAT) before, its timing will be set as 'UNKNOWN'.

How to get here

- Choose Edit Timings from the Tables menu (see 6.4). Select a unit using the method described in 6.4 above, then highlight an element from the standard list box and press the Edit button.

File Tables Retrieve Summarise

Edit Destination Details

Select Unit

Select Element

p13
p14
p1
p12

Edit

Element
Cancel

Table
● Unit
○ Composite

Service
● Air Force
○ Army
○ Navy

6.5. Edit Destinations

Description

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the Edit button. When prompted, supply the destination of the chosen element.

What does this function do?

Allows the destination of an element to be changed. If this option has not been used for an element (on the ORBAT) before, its destination will be set as 'UNKNOWN'.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Tables menu option and click the left mouse button
  this brings up the Tables menu
- while holding down the mouse button, move the highlighter to the Edit Destinations option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-T (hold down the ALT key while pressing the T key)
  this brings up the Tables menu
- using the DOWN arrow key, move the highlighter to the Edit Destinations option
- press ENTER to make the selection

7. Retrieve

Overview

This menu enables all types of staff tables to be retrieved by a variety of methods such as by name, by unit type or by element. Other information related to a staff table may also be retrieved, including a unit's location, an element's destination and element's timing details.

File Tables Retrieve Summarise

Select Table Type

Table
- ● Generic
- ○ Permanent
- ○ Unit
- ○ Composite

Select

7.1. Staff Table – Unit (Name)

Description

Select a table type from the Table option group. The dialog box that is brought up depends on which table was selected.
For:

Generic Staff Tables :	see 5.1.3
Permanent Staff Tables :	see 5.2.3
Unit Staff Tables :	see 6.1.3
Composite Staff Tables :	see 6.2.3

In all cases a staff table matching the chosen criteria will be displayed. Press the Cancel button to return to the main menu.

What does this function do?

Retrieves a staff table, selected via its table type and then by the unit's name.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
  this brings up the Retrieve menu
- while holding down the mouse button, move the highlighter to the Staff Table - Unit (Name) option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
  this brings up the Retrieve menu
- using the DOWN arrow key, move the highlighter to the Staff Table - Unit (Name) option
- press ENTER to make the selection

File   Tables ·   Retrieve   Summarise

Select Table and Unit Type

Table
- ⦿ Generic
- ◯ Permanent
- ◯ Unit
- ◯ Composite

Select Unit Type

- type2
- type3
- type4

[OK]   [Cancel]

7.2. Staff Table - Unit (Type)

Description

Select a table type from the Table option group and a unit type from the Type option group. The dialog box that is brought up depends on which table was selected.

For:

Generic Staff Tables :	see 5.1.3
Permanent Staff Tables :	see 5.2.3
Unit Staff Tables :	see 6.1.3
Composite Staff Tables :	see 6.2.3

In all cases a staff table matching the chosen criteria will be displayed. Press the Cancel button to return to the main menu.

What does this function do?

Retrieves a staff table, selected by the type of a unit.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
  this brings up the Retrieve menu
- while holding down the mouse button, move the highlighter to the Staff Table - Unit (Type) option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
  this brings up the Retrieve menu
- using the DOWN arrow key, move the highlighter to the Staff Table - Unit (Type) option
- press ENTER to make the selection

Retrieve Staff Table [Element]

Table
- ◯ Generic
- ⦿ Permanent
- ◯ Unit
- ◯ Composite

Service
- ⦿ Air Force
- ◯ Army
- ◯ Navy

Select Unit

Select Element

p11
p12
p13
p14

Element?

Cancel

OK

7.3. Staff Table - Element

Description

- Select a type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The staff table of the chosen element will be displayed. The Cancel button returns you to the main menu.

What does this function do?

- Retrieves a staff table, for a particular element.

How to get here

- mouse:
  - from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
    this brings up the Retrieve menu
  - while holding down the mouse button, move the highlighter to the Staff Table - Element option
  - release the mouse button to make the selection
- keyboard:
  - from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
    this brings up the Retrieve menu
  - using the DOWN arrow key, move the highlighter to the Staff Table - Element option
  - press ENTER to make the selection

File   Tables   Retrieve   Summarize

Retrieve Location

Table
- ○ Generic
- ◉ Unit
- ○ Composite

Service
- ◉ Air Force
- ○ Army
- ○ Navy

Select Unit

OK

Cancel

7.4. Location

Description

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the OK button to display the current location of the chosen unit.

What does this function do?

Retrieves the location of a particular unit.
(Note: The location of Operational Units currently cannot be retrieved. This is to be fixed in the next version.)

How to get here

mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
  this brings up the Retrieve menu
- while holding down the mouse button, move the highlighter to the Location option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
  this brings up the Retrieve menu
- using the DOWN arrow key, move the highlighter to the Location option
- press ENTER to make the selection

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File   Tables   Retrieve   Summarise

Retrieve Destination

Select Unit

Select Element

p13
p14
p12

OK

Elements

Cancel

Table
◉ Unit
○ Composite

Service
◉ Air Force
○ Army
○ Navy

7.5. Destination

Description

Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The current destination of the chosen element will be displayed.

What does this function do?

Retrieves the destination of a particular element on the ORBAT.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
  this brings up the Retrieve menu
- while holding down the mouse button, move the highlighter to the Destination option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
  this brings up the Retrieve menu
- using the DOWN arrow key, move the highlighter to the Destination option
- press ENTER to make the selection

File Tables Retrieve Summarise

Retrieve Detailed Time Frame

Table
- ● Unit
- ○ Composite

Service
- ● Air Force
- ○ Army
- ○ Navy

Select Unit

Select Element

p13
p14
p11

OK

Eliminate   Cancel

7.6. Time Frame (Detailed Window)

Description

- Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The current detailed time frame will be displayed.

What does this function do?

- Retrieves the detailed window (Earliest Departure, Latest Departure, Earliest Arrival, Latest Arrival) of a particular element on the ORBAT.

How to get here

- mouse:
  - from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
    - this brings up the Retrieve menu
  - while holding down the mouse button, move the highlighter to the Time Frame (Detailed Window) option
  - release the mouse button to make the selection
- keyboard:
  - from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
    - this brings up the Retrieve menu
  - using the DOWN arrow key, move the highlighter to the Time Frame (Detailed Window) option
  - press ENTER to make the selection

File   Tables   Retrieve   Summarize

Retrieve Maximum Time Frame

Select Unit

Select Element

p13
?
p11
p12

Table
- Unit
- Composite

Service
- Air Force
- Army
- Navy

Element
Cancel
OK

7.7. Time Frame (Maximum Window)

- ## Description

  Select a table type from the Table option group and then select a service from the Service option group. This will cause the Unit list box to display all units of the chosen table type and service. Select a unit and press the Elements button. The Element list box will display all the elements of the chosen unit. Select an element and press the OK button. The current maximum time frame will be displayed.

- ## What does this function do?

  Retrieves the maximum window (Earliest Departure, Latest Arrival) of a particular element on the ORBAT.

- ## How to get here

  mouse:
  - from the main menu, move the mouse pointer to the Retrieve menu option and click the left mouse button
    this brings up the Retrieve menu
  - while holding down the mouse button, move the highlighter to the Time Frame (Maximum Window) option
  - release the mouse button to make the selection

  keyboard:
  - from the main menu, press ALT-R (hold down the ALT key while pressing the R key)
    this brings up the Retrieve menu
  - using the DOWN arrow key, move the highlighter to the Time Frame (Maximum Window) option
  - press ENTER to make the selection

8. Summarise

Overview

- This menu option produces summary tables for units which match certain selection criteria. These tables summarise the data shown on staff tables by calculating totals for each unit and displaying only the main categories of assets.

There are two methods of choosing the units to summarise : SORT and SELECT both of which are accessed from the main dialog box. The first orders the complete ORBAT by either location, location and destination, location, destination and time frame, or by service. The resulting elements are displayed , complete with headings for each unique combination of the sorting criteria. Only one set of elements may be summarised at one time by choosing its heading from the list. SELECT on the other hand picks out only those units matching the chosen fields of unit name, location, destination and time frame where one or more of these may be chosen at any one time.

File Tables Retrieve Summarise

Summarise Staff Tables

SORT by:
- ⦿ Location
- ○ Location, Destination
- ○ Location, Destination, Time Frame
- ○ Service

SELECT by:
- ☐ Name
- ☐ Location
- ☐ Destination
- ☐ Time Frame

ORBAT

pu3, p31
pu3, p31
Brisbane
pu1, p11
pu1, p11
pu1, p12
pu1, p12
pu1, p13
pu1, p13
pu1, p14
pu1, p14
Canberra

[Select]

Selection

pu3, p31
pu3, p31

[Show]

[Cancel]

8.1. Summarise - Sort

Description

Select a sorting method from the SORT by option group. This causes the ORBAT list box to display all the elements which belong to the ORBAT, ordered by the chosen criteria, and separated by headings for each different value of this criteria. Identify the set of elements to summarise by highlighting its heading and press the Select Button. This set of elements will appear in the Selection list box. If the selected elements are satisfactory, press the Show button to display the summary table for them. The Cancel button on the summary table is used to return to the Summarise Staff Tables dialog box.

What does this function do?

SORT allows you to order the elements which constitute the ORBAT by either location, location and destination, location, destination and time frame or by service. The resulting elements are displayed, complete with headings for each unique combination of the sorting criteria. (Note: elements with time frames entered in the format of Days only, will be ignored.) Only one set of elements may be summarised by choosing its heading from the list.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Summarise menu option and click the left mouse button
  this brings up the Summarise menu
- while holding down the mouse button, move the highlighter to the Summarise option
- release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-S (hold down the ALT key while pressing the S key)
  this brings up the Summarise menu
- using the DOWN arrow key, move the highlighter to the Summarise option
- press ENTER to make the selection

File   Tables   Retrieve   Summarise

SORT by:
- ○ Location
- ○ Location, Destination
- ○ Location, Destination, Time Frame
- ○ Service

SELECT by:
- ☐ Name
- ☒ Location
- ☐ Destination
- ☐ Time Frame

ORBAT

Selection

Select

Show

8.2. Summarise - Select

Description

Identify the criteria you want to use for selecting elements by clicking the appropriate check box button from the SELECT by check box group and then press the Select button. Depending on the items checked, you will be prompted for specific values to use when selecting. To select by unit name, select a service and then select a unit when the dialog box is displayed. Locations and destinations are also selected from list boxes displaying all possible choices of these fields. For selecting time frames, enter the earliest departure and latest arrival in the labelled edit boxes and also supply the comparison operator to be used for these dates. (Note: elements with time frames entered in the format of Days only, will be ignored.) This causes the elements matching the selection criteria to be shown in the Selection list box. When the selection is satisfactory, hit the Show button to display the summary table. The Cancel button on the summary table is used to return to the Summary dialog box.

(Note: to select the whole ORBAT, press the Select button on entry to the Summarise Staff Tables dialog box)

What does this function do?

SELECT allows you to pick out only those   ments which match the chosen fields of unit name, location, destination and time frame, where one or more of these may be chosen at any one time. A summary table is produced for the elements which match the chosen criteria.

How to get here

mouse:
- from the main menu, move the mouse pointer to the Summarise menu option and click the left mouse button
  this brings up the Summarise menu
- while holding down the mouse button, move the highlighter to the Summarise option
  o release the mouse button to make the selection

keyboard:
- from the main menu, press ALT-S (hold down the ALT key while pressing the S key)
  this brings up the Summarise menu
- using the DOWN arrow key, move the highlighter to the Summarise option
- press ENTER to make the selection

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DOCUMENT CONTROL DATA SHEET

1a. AR Number AR-008-468	1b. Establishment Number ERL-0717-GD	2. Document Date August 1993	3. Task Number ADF 91/188

4. Title STAFF TABLE MANIPULATION TOOL A USER GUIDE FOR THE DMCA	5. Security Classification U U U Document Title Abstract S (Secret) C (Confi) R (Rest) U (Unclass) * For UNCLASSIFIED docs with a secondary distribution LIMITATION, use (L) in document box.	6. No of Pages 48
		7. No of Refs.

8. Author(s) J. Clothier & M.Carthigaser	9. Downgrading/Delimiting Instructions N/A

10a. Corporate Author and Address Electronics Research Laboratory PO Box 1500 SALISBURY SA 5108	11. Officer/Position responsible for Security.................SAERL................. Downgrading...............N/A..................
10b. Task Sponsor DGJMOVT	Approval for Release...........N/A............

12. Secondary Distribution of this Document

No Limitation

Any enquiries outside stated limitations should be referred to the Director, Electronics Research Laboratory.

13a. Deliberate Announcement

APPROVED FOR PUBLIC RELEASE

13b. Casual Announcement (for citation in other documents)

[X] No Limitation

[ ] Ref. by Author , Doc No. and date only.

14. DEFTEST Descriptors Military Operations, Strategic Planning, Prototyping, Operational Movements Planning System, Software Engineering	15. DISCAT Subject Codes 1506, 1205

16. Abstract

The Staff Table Manipulation Tool user guide was produced as supporting documentation to the element of the Operational Movements Planning System prototype addressing staff table storage, retrieval and collation. The User Guide was designed as an easy to use supplement to the Staff Table Manipulation Tool. For each user-computer interface in the Tool, a graphical display is shown. This is accompanied by a description of how the interface operates, what function is performed by the underlying software and how the interface can be reached from elsewhere within the Tool.

16. Abstract (CONT.)

17. Imprint

Electronics Research Laboratory
PO Box 1500
SALISBURY SA 5108

18. Document Series and Number	19. Cost Code	20. Type of Report and Period Covered
ERL-0717-GD	830001	ERL REPORT

21. Computer Programs Used

N/A

22. Establishment File Reference(s)

N/A

23. Additional information (if required)

Doc Sect WF11